

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

891028-05

<b>FOR AGENCY USE</b>		<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date	1. Agency Address Georgia Department of Education Office of Evaluation and Personnel Development, Personnel Development Division Teacher Recruitment Office 1858 Twin Towers East, Atlanta, GA. 30334	Application Number	89-036
Application Number		Date Received MAY 10 1989	Date Completed JUN 12 1989
2. Person to Contact Linda Jordan		Working Title Coordinator	Telephone Number 656-4339
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1984		5. Records Series Title (followed by title used in office, if different) to date Teacher Recruitment Mellon Project Task Force Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Development Division is responsible for providing financial and technical assistance to local school systems and post-secondary institutions in the area of staff development, teacher education and recruitment. This division promotes research, development and dissemination of new and innovative materials and procedures for staff development programs, teacher education and recruitment. The Teacher Recruitment Unit is responsible for three major services: 1. Vacancy Posting Service, 2. Available Personnel Files and 3. Job Fairs. In 1984 the Governor's Education Review Commission, appointed to study public education in Georgia, expressed concern over the quality and quantity of teachers in Georgia's classrooms and recommended the establishment of a statewide networking system to disseminate materials and information about teaching. The Department of Education wrote a proposal and obtained funding from the Mellon Foundation and the Chief State School Officers to research and develop recruitment strategies to attract exceptional people into teaching careers. The major objectives of the project were to identify the types of individuals (See Attachment)			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Establishing and administering objectives of the Mellon Project to develop recruitment strategies for teachers in Georgia and producing visuals and publications used to promote teaching as a career choice in Georgia. Included are: Task Force: Mellon Grant Proposal, Budget Request Forms and supporting data, monthly expense statements, Task Force Nominee procedures, contracts with nonpublic college members, related correspondence with committee members, meeting agendas, maps for Task Force Regions, Task Force Meeting Minutes, Participant Lists, correspondence to Executive Committee, to colleges and school systems and drafts and final copies of the Task Force Recommendations. 1. Video/with Teachers' Guide: Southwest GACE Proposal, Management Plan, Budget Request Forms, Draft Script, Correspondence, Evaluation of Pilot Video and Teachers' Guide, drafts and final copy of Teachers' Guide. 2. Publication: Draft Scripts, correspondence, final copies of publications and publications request. File is arranged: by Regional Task Force, thereunder by topic. Evaluation Forms are filed by Pilot Site, and Publication Files arranged by topic.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Occasionally</u> ; Seven to twelve months old <u>Seldom</u> ; Thirteen to twenty-four months old <u>None</u> ; twenty-five months and older <u>None</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Total Current Accumulation: 1/2 Letter Size Drawer			

X	If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy. Final products of project are published-Teacher Guide/Video
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                    |
|--------------------------|--------------|-----------------------------------|--------------------|
| a. State Law             | _____ years. | d. Audit period                   | None* _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 4 _____ years.     |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.       |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- per John Quam, Director, Mellon Project (CCSSO) - there are no written audit requirements for Mellon Project. Site visit would be made by Project Director if funds appeared to be mishandled - decision made on discretion of Project Director (V. Oakes/J. Quam-4/3/89)

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) \*

\*When files are no longer needed for administrative purposes, Originating Unit will send the Mellon Grant Proposal and Final products of the Project (Teachers' Guide/Video and other publications) to the State Archives for permanent retention. The remaining portions of the files may be destroyed.

(Agency responsible for purging files before transfer to Archives) (Agency should not transfer files until fiscal and legal value of records met)

SEE ATTACHMENT SHEET

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Perman</i>	10/25/88	<i>Yickie Oakes</i>	10/25/88
881028-05	State Records Committee (Signature)		Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>W. H. Rogers</i>	6/12/89
	Secretary of State/Designee	<i>Edward Weldon</i>	6/5/89
89-036	Governor / Designee Attorney General/Designee	<i>W. H. Rogers</i>	6/7/89